

Student Loan Repayment Request and Authorization NASA, John F. Kennedy Space Center

1. Employee/Position Information:

Employee Name: _____ EOD: _____

SSN: _____ Duty Station: _____

Position (title, pay plan, series, grade, step): _____

Rate of Basic Pay (annual): \$ _____ Loan Repayment Amount: \$ _____

Service Period: _____ to _____

2. Loan Repayment Justification (circle one)

Recruitment:

- A. Success of recent efforts to recruit candidates for similar positions; and/or
- B. Recent high turnover rates of similar positions; and/or
- C. Labor-market factors; and/or
- D. Unusually high or unique qualifications required

Retention:

- A. Unusually high or unique qualifications of employee are essential to complete mission objectives, and "C";
- B. A special project (e.g., Center wide project, SEB) requires the employee's services, and "C";
- C. The employee is likely to leave Federal service based on receipt of an official bona fide written job offer from private industry; or
- D. Previously approved multi-year recruitment offer.

Justification Narrative: (Attach additional sheet, as required)

_____ (Requesting Official)	_____ Director Title	_____ Date
_____ (Reviewing Official)	_____ Director, Workforce and Diversity Mgmt Title	_____ Date

3. Authorization:

I have determined that in the absence of this student loan repayment, NASA would encounter difficulty in completing its strategic mission and objectives.

_____ (Approving Official)	_____ Deputy Director Title	_____ Date
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